

ARIZONA DEPARTMENT OF VETERANS' SERVICES

INTERNAL MANAGEMENT POLICY 87-10

SUBJECT: LOSS PREVENTION

EFFECTIVE DATE: January 22, 2002 (Supersedes 87-10, 10/1/97, 4/13/92, and 10/31/87)

1.0 POLICY: The Department of Veterans' Services is committed to providing and furnishing, to every employee, a place of employment that is free from recognized hazards and to provide a high level of technical and safety training and the necessary means and tools to accomplish the mission and view of the ADVS.

2.0 AUTHORITY: A.R.S. §41-613, Risk Management and Loss Control
A.R.S. §42-604, Powers and Duties of the Director

3.0 RESPONSIBILITY:

3.1 The Loss Prevention Coordinator (LPC) shall:

3.1.1 Be a qualified management level or professional employee appointed by the Director.

3.1.2 Conduct and coordinate the Agency's Loss Prevention Program.

3.1.3 Be an "Ex-Officio" member of the Loss Prevention Committee.

3.1.4 Interpret and apply policies and procedures.

3.1.5 Chair and coordinate the agency safety committee.

3.1.6 Review agency loss claims and make recommendations to prevent future losses.

3.1.7 Provide technical information to employees and agency management concerning Arizona Department of Safety and Health (ADOSH) and Arizona Department of Environmental Quality (ADEQ) requirements as well as Risk Management policies, procedures, and the Rules of Arizona Administrative Code (AAC) Title 2, Chapter 10.

3.1.8 Be responsible for establishing a Loss Prevention Committee. The Committee is to consist of management level personnel representing each major division within the agency. The committee's responsibility is to develop, implement, and monitor:

3.1.8.1 The Agency Loss Prevention Policy Statement.

- 3.1.8.2 New Employee Orientation and continuous in-service training programs in accordance with AAC R2-10-207.2
- 3.1.8.3 Documentation and record keeping of employee training.
- 3.1.8.4 An emergency plan for each agency location that establishes procedures to follow in the event of serious injury, fire, or other emergency that can be reasonably foreseen at the specific agency location in accordance with AAC R2-10-207.4.
- 3.1.8.5 Procedures for scheduled safety inspections of buildings, grounds, equipment, and machinery in accordance with AAC R2-10-207.5.
- 3.1.8.6 Procedures for accident and incident investigations in accordance with AAC R2-10-207.6.
- 3.1.8.7 A maintenance program for state-owned vehicles, equipment, and grounds under the control of the agency in accordance with AAC R2-10-207.7.
- 3.1.8.8 A fire protection program that meets the standards described in the Arizona State Fire Code contained in the Fire Protection Manual, 1990 Edition.
- 3.1.8.9 Personal security systems and procedures to protect each employee and prevent loss of or damage to state property in accordance with AAC R2-10-207.9.
- 3.1.8.10 A land, facility, equipment, or process environmental protection program in accordance with AAC R2-10-207.10.
- 3.1.8.11 An industrial hygiene program that encompasses an existing or potential health hazard within the agency or that the agency personnel may be exposed to during the course of work in accordance with AAC R2-10-207.11.
- 3.1.8.12 A motor fleet safety program for employees operating a state or other vehicle on state business in accordance with R2-10-207.12.
- 3.1.8.13 A safety and security standard for a construction site where state employees work in accordance with AAC R2-10-207.13.
- 3.1.8.14 Monitor compliance with AAC R2-10-108, Deductibles and Waivers, to ensure:
 - 3.1.8.14.1 The agency submits industrial injury or illness claims within 48 hours of being reported by an employee to the employee's supervisor or other agency representative.

3.1.8.14.2 The agency prepares a plan approved by the agency head to address the most significant opportunity for loss reduction through loss prevention actions. The plan must be submitted to ADOA Risk Management no later than October 31 for the current fiscal year. Once the plan is approved, The Loss Prevention Committee should monitor implementation of the plan to ensure the plan is fully implemented as identified in the agency plan.

3.1.8.15 Review ADVS Risk Management Loss Prevention Grant applications to ensure submissions adequately address loss exposures within the ADVS and assign prioritization of the grant submissions to ensure the most critical needs of the ADVS are identified in the process.

3.1.8.16 Meet at least quarterly, but no less than semi-annually.

3.1.8.17 Provide the Director with proposed corrective actions and implementation plans.

3.2 Managers and supervisors must ensure that their employees are aware of loss prevention procedures and that they are enforced. They will:

3.2.1 Be responsive to employees' recommendations concerning hazardous conditions.

3.2.2 Investigate all work-related injury incidents and maintain records of employee work-related injuries.

3.2.3 Discourage the moving of equipment, furniture, and heavy boxes, without a supervisor's approval.

3.2.4 Ensure that employees use safety equipment and Personal Protective Equipment (PPE) appropriate to the work assignment.

3.2.5 Ensure that employees are familiar with the operating procedures of machinery and equipment.

3.2.6 Ensure that unused electrical appliances are turned off after work hours.

3.2.7 Ensure that emergency plans are available to all personnel and evacuation plans are posted in accordance with AAC R2-10-207.D.

3.2.8 Not tolerate a disregard for safety procedures by any employee.

3.2.9 Detect and eliminate unsafe conditions.

3.2.10 Incorporate safety and loss prevention functions into the employee's written job tasks and evaluation where appropriate for the position.

3.2.11 Participate or support employee participation in loss prevention assignments.

3.3 Employees are responsible for knowing and complying with specified safety procedures. Employees will:

3.3.1 Report all hazardous conditions to their immediate supervisor, manager, loss prevention coordinator, assistant director, or deputy director.

3.3.2 Report all work-related injuries to their immediate supervisor as soon as possible following the incident.

3.3.3 Use safety equipment (back support belts, gloves, safety goggles, etc.) appropriate to the work assignment.

3.3.4 Become familiar with the "OSHA: Employee workplace rights and responsibilities" fact sheet.

3.3.5 Immediately notify his/her supervisor upon the loss of state property and described the circumstances of the loss.

3.3.5.1 The supervisor will notify the issuing authority and the ADVS, Loss Prevention Coordinator, Financial Services Division. If the Loss Prevention Coordinator is unavailable, the supervisor will ensure that another member of the Loss Prevention Committee is notified.

3.3.5.2 The issuing authority shall determine if reimbursement by the employee is necessary. The Assistant Director, Financial Services Division, shall determine the replacement cost of state property.

3.3.5.3 The employee will prepare a claim (using Risk Management forms), if approved by the Director. The Loss Prevention Coordinator is responsible for ensuring that the claim is filed with Arizona Department of Risk Management.

4.0 IMPLEMENTATION: This policy shall be implemented without change on the effective date.

Patrick F. Chorpenning, Director

Attachment: Statement of Policy